

Iowa College Student Aid Commission

Postsecondary Approval and Registration Administrator
603 East 12th Street, FL 5th
Des Moines, IA 50319
(515) 725-3470

Application for Approval and Registration of Postsecondary School Iowa Code Chapter 261B

Pursuant to Iowa Code Chapter 261B, the undersigned school applies for registration to conduct or maintain one or more courses of instruction, including courses of instruction by correspondence, where the courses are offered in Iowa or the school has a presence in Iowa and desires to offer courses in other states or foreign countries.

Submit a paper document and a complete duplicate in pdf format on a CD.

Applications may be submitted electronically by contacting the Postsecondary Approval Administrator at the Iowa College Student Aid Commission.

Applications for an initial approval and registration must include a *non-refundable* check for \$4,000 payable to the State of Iowa.

Applications fees are to be sent to:

Postsecondary Approval and Registration Administrator
603 East 12th Street, FL 5th
Des Moines, IA 50319

All items must be completed before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information. Responses are required to have a minimum of a summary paragraph on this form. Responses that include only statements similar to "please see attached", will be considered incomplete. Other documents or materials may also be attached to support the application. Attachments must be tabbed and clearly marked on both the paper and pdf documents..

(Registrations must be renewed every four years or upon any substantive change in program offerings, location, or accreditation.)

Name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141:
[(261B.4(2))] and [(261B.4(1))]

Name of School: Troy University
Suite: 216 Adams Administration
Street: University Avenue
City: Troy
State: AL
Zip: 36082
Country: U.S.
Telephone Number (including country or area code): 800-670-3000

Type of corporation:

- ☐ For-profit
☒ Non-profit

Address of this school in all in other states, and in foreign countries: (Source: Emily Brewer. See attachment.)

Suite	Street	City	State	Zip	Country	Telephone

Address of all locations in Iowa where instruction is to be provided N/A

Suite	Street	City	State	Zip	Country	Telephone

Tuition charges, fees and other costs payable to the school by a student. [(261B.4(3))]

Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Total **
Undergraduate	\$260.00 per credit hour	\$8.00 per credit hour	\$145.86 per book	\$30.00*	\$413.86
Graduate	\$440.00 per credit hour	\$8.00 per credit hour	\$145.86 per book	\$50.00*	\$593.86
*Application fee					
**Total excludes application fee					

Refund policy of the school for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))] If the refund policy is attached, please summarize the policy below. (Refund policies are stated in our undergraduate and graduate catalogs at <http://www.troy.edu/catalogs/>). (See attachment for more information about the refund policy.)

Degrees granted by the school [(261B.4(5))]

Offered in Iowa [(261B.4(11))]

Troy University online degrees offered in Iowa (through eTROY educational support unit) include Associate, Bachelor's, and Master's degree programs including Certificate programs and Education Specialist ~~certification~~ programs. (See Academic Programs, select eTROY online programs: <http://admissions.troy.edu/undergrad/academicPrograms> or <http://admissions.troy.edu/graduate/academicPrograms>) (See attachment for online programs offered in and out of Iowa.)

Offered outside of Iowa

Troy University degrees offered outside of Iowa include the online degrees listed above and on-site education for the following degrees: Associate, Bachelor's, Master's, and Doctoral degree programs.

(See Academic Programs - undergraduate: <http://admissions.troy.edu/undergrad/academicPrograms> or graduate at <http://admissions.troy.edu/undergrad/academicPrograms> or international at <http://admissions.troy.edu/international/academicPrograms>). Select eTROY to view the online programs offered.

Name, business address and telephone number of the chief executive officer of the school: [(261B.4(7))]

Name: Jack Hawkins, Jr., Ph.D., Chancellor
Suite: Chancellor's Office, 216 Adams Administration

Street: University Avenue
City: Troy
State: AL
Zip: 36082
Country: U.S.
Telephone Number (including country or area code): 334-670-3200

Provide a copy or description of the means by which the school intends to comply with 261B.9 [(261B.4(8))].
Code section 261B.9 is as follows:

261B.9 DISCLOSURE TO STUDENTS.

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.
4. The refund policy of the school for the return of the refundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.
6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school.

Response:

The above information is made available to students in a written format by way of the Troy University academic catalogs (Undergraduate and Graduate Catalogs). The website is (<http://www.troy.edu/catalogs/index.html>).
Graduate level: Admission to Candidacy or Degree Plan

The Admission to Candidacy or Degree Plan serves as a formalized program document developed by a graduate student and his/her adviser. Together, the student and adviser plan and sign this document, which is filed with the Graduate Records Office. The Admission to Candidacy/Degree Plan provides an outline of the coursework and requirements leading to a specified graduate degree.

All Students: Once students are admitted into a program, they are provided with the contact information for both an administrative counselor, to help with completing various required documents and general questions regarding policies and procedures, and a faculty advisor, to assist with program specific requirements and program specific questions.

Troy University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, master's, education specialist, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Troy University.

Name, address, and telephone number of a contact person in Iowa. [(261B.4(10))] N/A

Name: _____
Suite: _____
Street: _____
City: _____
State: _____
Zip: _____
Country: _____

Telephone Number (including country or area code): _____

Name, address, and title of the other officers and members of the legal governing body of the school:
[(261B.4(6))] (See attachment - Troy University Board of Trustees)

Officer Number 1 N/A

Name: _____
Suite: _____
Street: _____
City: _____
State: _____
Zip: _____
Country: _____
Telephone No. (including country or area code): _____

For officers 2 or more, add pages as needed:

Owner Number 2 N/A

Names and addresses of persons owning more than 10% of the school: [(261B.4(6))] N/A

Name: _____
Suite: _____
Street: _____
City: _____
State: _____
Zip: _____
Country: _____
Telephone Number (including country or area code): _____

For owners 2 or more, add pages as needed N/A

Name all agencies accrediting the institution. For each agency, include **name, address, telephone number, and whether the agency is recognized by the U.S. Department of Education.** [(261B.4(9))] Attach copies of accreditation certificates of status for each agency. If the Iowa location is not accredited, provide accrediting agency certification that the Iowa location will be granted accreditation upon approval by the College Student Aid Commission. **Provide documentation that every location of applicant school is approved by the accrediting agency and in good standing, for all locations throughout the world.**

Accrediting agency 1 (See attachment)

Name: Commission on Colleges of the Southern Association of Colleges and Schools
Suite: _____
Street: 1866 Southern Lane
City: Decatur
State: GA
Zip: 30033-4097
Country: U.S.
Telephone Number (including country or area code): 404-679-4500
Contact Person: Dr. Cheryl Cardell, Vice President

Is this agency recognized by the U. S. Department of Education? ☒ Yes ☐ No

Accrediting Agency 2

Name: National Council for Accreditation of Teacher Education

Suite: 500

Street: 2010 Massachusetts Ave., NW

City: Washington

State: DC

Zip: 20036

Country: United States

Telephone Number (including country or area code): 202-466-7496

Contact Person: James G. Cibulka, President (jim@ncate.org)

Is this agency recognized by the U. S. Department of Education? ☒ Yes ☐ No

Accrediting Agency 3

Name: National Association of Schools of Public Affairs and Administration

Suite: 1100

Street: 1029 Vermont Avenue, NW

City: Washington

State: DC

Zip: 20005

Country: United States

Telephone No. (including country or area code): 202-628-8965

Contact Person: Crystal Calarusse (ext 103)

Is this agency recognized by the U. S. Department of Education? ☒ Yes ☐ No

Accrediting Agency 4+ (See attachment)

Respond on a separate page:

Describe the procedures followed by the school for permanent preservation of student records. [(261B.4(12))]

SACS Reaffirmation of Accreditation: 3.9.2 The institution protects the security, confidentiality, and integrity of its student records and maintains special security measures to protect and back up data. (Student records) - Troy University is in compliance.

Source: <http://sacs.troy.edu/reports/03-09-02.html>

See Troy University ORACLE, 2011-2012, Student Handbook & Planner (<http://www.troy.edu/studentservices/oracle/>) Pages 11 - 15 cover student records.

Provide the contact information to be used by students and graduates who seek to obtain transcript information.

Name: Troy University

Suite: Official Transcript Request

Street: Adams Administration Building, Lower Level 3

City: Troy

State: AL

Zip: 36082

Country: United States

Telephone Number. (including country or area code): 1-800-414-5756 <http://www.troy.edu/records/>

List the states and approval or registration agencies for all states in which the school operates or maintains a presence. (See attachment)

[illegible]

Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used., including, but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [(261B.4(13))]

The programs are delivered via the Internet as the primary delivery format. Modes of interaction include discussion board, e-mail, online assignment submission, video, and voice. The program management system is Blackboard. eTROY, educational support unit, provides students and instructors with technology and resources for an online learning environment that is backed by eTROY staff (Academics, Educational Technology, Instructional Design, Quality Assurance, and Student Recruitment). For information about online courses and programs (supported by eTROY) see (<http://www.troy.edu/etroy/>).

Provide the name of every other State of Iowa agency required to approve the applicant school in Iowa, the school's contact person at the agency and the current status of that approval. Attach documentation in the form of a letter or certificate for each agency.

N/A

Agency Name	Contact Person	Telephone Number	Approval Status

Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?

☐ Yes ☒ No

If yes, explain below.

(Source: Carol Ballard, Associate Vice Chancellor, Financial Aid)

[illegible]

Provide the name and contact information for a U. S. Department of Education official who can verify the LST statement.

(Source: Carol Ballard, Associate Vice Chancellor, Financial Aid)

U.S. Department of Education Official: Oscar Howard, School Participation Team - Atlanta, Georgia,
phone (404) 974-9294.

Do you:

Enroll students in Iowa? ☒ Yes ☐ No

Employ Iowa faculty? ☒ Yes ☐ No

Do you intend to:

Enroll students in Iowa? ☒ Yes ☐ No

Employ Iowa faculty? ☒ Yes ☐ No

Describe current operations or plans to enroll students in Iowa or employ Iowa faculty.

Combined, our Terms 1 and 2 of 2011 enrollment reports show seven (7) students living in Iowa (2 = No military affiliation and 5 = military). Term 1 through Term 2 2011 was August 15 - December 18, 2011. Troy University does not have a physical site in Iowa and no plans to have one in Iowa. We would like to continue to serve residents of Iowa with our online program offerings. Currently, we employ two Iowa residents who provide online instruction for some of our online programs. The University determines our need for online instructors in an on-going manner, term by term. We would like to continue to include Iowa residents as possible candidates for employing as online instructors.

Name, address, and telephone number of full-time employees in Iowa.

Name: Thomas S. Collins (Dubuque, Iowa) Email: tscollins@troy.edu

Suite:

Street: Troy University, Sorrell College of Business, Bibb Graves Hall, Room 331

City: Troy

State: AL

Zip: 36082

Country: United States

Telephone Number (including country or area code): 563-580-3401

Will your school comply with Iowa Code section 261B.7 limiting the use of references to the Secretary of State, State of Iowa, or College Student Aid Commission in promotional material (See the Iowa Code for details)

☒ Yes ☐ No

Will your school comply with the requirements of Iowa Code section 261.9(1)"e" to "g"? [

(See the Iowa Code for details.) ☒ Yes ☐ No (See attachment)

Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities?

☒ Yes ☐ No

Attached a copy of the applicant school's most recent audit prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.

"Report on the Troy University, Troy, Alabama, October 1, 2009 through September 30, 2010" by the Department of Examiners of Public Accounts, Montgomery, Alabama, (Ronald L. Jones, Chief Examiner) is attached.

Describe how students will be provided with access to learning resources, including appropriate library and other support services requisite for the schools' degree programs.

The Libraries of Troy University provide access to materials and services that support all academic programs offered online and taught face to face by the University. There are more than 19,000 full text journals available through the databases and more than 57,000 online ebooks accessible through the Library's Catalog. The address of the TROY Global Campus Library Web site, which is for all Global Campus and eTROY students, is <http://uclibrary.troy.edu>. (See attachment for complete information.)

Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.

Source: <http://intranet.troy.edu/irpe/archives/2009-2010/manual/Institutional-Effectiveness-Handbook-2010.pdf>

Institutional Effectiveness Handbook, revised and approved March 2010, is utilized by Troy University administration, faculty and staff to guide and to evaluate the operations of the University (maintained by the Office of Institutional Research, Planning and Effectiveness). "Program Level Assessment: Troy University routinely assesses its academic programs, administrative programs, education support programs, research activities, and community support activities. The University uses assessment information to promote organizational learning and to drive continuous improvement. (See attachment - "Program Evaluation and Approval Process".)

Provide evidence that the school has adequate physical facilities appropriate for the program(s) to be offered and are located in the state. Include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease. Please include a photograph of the location.

N/A

Include a statement, signed by the chief executive officer of the applicant school, on school letterhead, demonstrating the school's commitment to the delivery of programs located in Iowa, and agreeing to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.

Statement may be in an attached document. (See attachment)

Provide an organizational plan that shows the location and physical address, telephone number, fax number and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization.
(See attachment)

Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred.

Source: <http://sacs.troy.edu/reports/04-05.html> (See attachment for complete answer.)

SACS Reaffirmation of Accreditation - 4.5 The institution has adequate procedures for addressing written student complaints and is responsible for demonstrating that it follows those procedures when resolving student complaints. (Troy University is in compliance.)

Provide a copy of a current Certificate of Authority provided by the applicant's home state and the Iowa Secretary of State.

N/A

Provide the U.S. Department of Education cohort default rate for each associated organizational entity for which the U.S. Department of Education reports a cohort default rate.

This was a 10% default rate for 2009 (the last year reported). Source: Carol Ballard, Associate Vice Chancellor, Financial Aid.

Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization,

Troy University only has one main campus with no branch campuses as defined by the USDE.

For the year of 2010-2011: A total of 1971 students graduated with an undergraduate degree with a total of \$47,552,906.00 in debt, for an average cumulative debt per borrower \$24,126.28. A total of 909 students graduated with a graduate degree with a total of \$44,886,397.00 in debt, for an average cumulative debt per borrower \$49,379.97 (this includes all debt undergraduate and graduate).

Source: Carol Ballard, Associate Vice Chancellor, Financial Aid

Provide the U. S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U. S. Department of Education National Center for Education Statistics.

LOCATION	OVERALL GRADUATION RATE	BACHELOR'S GRADUATION RATE	ASSOCIATES GRADUATION RATE
Troy University	32%	35%	4%
eTROY	36%	30%	26%

*Note: Graduation Rate figures reported were calculated by tracking all first-time, full-time entering freshmen who began during fall 2005 and graduated through Summer 2011.

This information was calculated using the reporting guidelines required by the U.S. Department of Education National Center for Education Statistics.

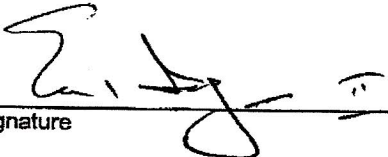
Source: Kimberly Brinkley-Jones, Director, Institutional Research (5/4/12)

SIGNATURE

Applicant School Chief Executive Officer

Earl Ingram, II
Name

Chief Academic Officer
Title


Signature

11/9/12
Date

If any information in this application changes between the time of application Commission action, the school must inform the Commission by filing an Amended Application clearly indicating the information which is being amended. Amendments must be received before the Commission takes action.